



**TOWN OF HADLEY**  
Permit issued by Department of Public Works  
230 Middle St  
Hadley, Massachusetts 01035  
Phone (413) 586-2390  
Fax (413) 586-5146

Permit Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

### PUBLIC WAY ACCESS/TRENCH PERMIT

Pursuant to G.L. c. 82A and 520 CMR 14.00 et seq. (as amended)

**THIS PERMIT MUST BE FULLY COMPLETED PRIOR TO CONSIDERATION. PERMIT TO BE OBTAINED  
72 HOURS PRIOR TO WORK**

Name of Applicant			Phone W		Cell	
Street Address			H			
City/Town	State	ZIP				
Name of Excavator (if different from applicant)			Phone W		Cell	
Street Address			H			
City/Town	State	ZIP				
Name of Owner(s) of Property (if different from applicant)			Phone W		Cell	
Street Address			H			
City/Town	State	ZIP				
Insurance Certificate #:			Policy Expiration Date:			
Name and Contact Information of Insurer:						
Dig Safe #:						
Location of Work (Street & House #):						
Two nearest cross streets:				Construction Date:		
Project Description (include area of work; in street, side of street, street to building, tree belt, front, rear or side yard, etc.):						
Notified by Dig Safe: <input type="checkbox"/>   WMECO <input type="checkbox"/>   Berkshire Gas <input type="checkbox"/>   Verizon <input type="checkbox"/>   Comcast Cable <input type="checkbox"/>						

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Check here if Emergency _____
<input type="checkbox"/>	<input type="checkbox"/>	Work in Public Way
<input type="checkbox"/>	<input type="checkbox"/>	On Private Property
<input type="checkbox"/>	<input type="checkbox"/>	Within State Layout (Attach State Permit)
<input type="checkbox"/>	<input type="checkbox"/>	Water or Sewer Renewal (Attach Renewal Form)
<input type="checkbox"/>	<input type="checkbox"/>	Is any work proposed in or within 100 feet of a wetland or within 200 ft of a stream or river?
If yes, applicant must file the project with the Hadley Conservation Commission.		

BY SIGNING THIS FORM, THE APPLICANT, OWNER, AND EXCAVATOR ALL ACKNOWLEDGE AND CERTIFY THAT THEY ARE FAMILIAR WITH, OR, BEFORE COMMENCEMENT OF THE WORK, WILL BECOME FAMILIAR WITH, ALL LAWS AND REGULATIONS APPLICABLE TO WORK PROPOSED, INCLUDING OSHA REGULATIONS, G.L. c. 82A, 520 CMR 14.00 et seq., AND ANY APPLICABLE MUNICIPAL ORDINANCES, BY-LAWS AND REGULATIONS AND THEY COVENANT AND AGREE THAT ALL WORK DONE UNDER THE PERMIT ISSUED FOR SUCH WORK WILL COMPLY THEREWITH IN ALL RESPECTS AND WITH THE CONDITIONS SET FORTH BELOW.

THE UNDERSIGNED OWNER AUTHORIZES THE APPLICANT TO APPLY FOR THE PERMIT AND THE EXCAVATOR TO UNDERTAKE SUCH WORK ON THE PROPERTY OF THE OWNER, AND ALSO, FOR THE DURATION OF CONSTRUCTION, AUTHORIZES PERSONS DULY APPOINTED BY THE MUNICIPALITY TO ENTER UPON THE PROPERTY TO MONITOR AND INSPECT THE WORK FOR CONFORMITY WITH THE CONDITIONS ATTACHED HERETO AND THE LAWS AND REGULATIONS GOVERNING SUCH WORK.

THE UNDERSIGNED APPLICANT, OWNER AND EXCAVATOR AGREE JOINTLY AND SEVERALLY TO REIMBURSE THE MUNICIPALITY FOR ANY AND ALL COSTS AND EXPENSES INCURRED BY THE MUNICIPALITY IN CONNECTION WITH THIS PERMIT AND THE WORK CONDUCTED THEREUNDER, INCLUDING BUT NOT LIMITED TO ENFORCING THE REQUIREMENTS OF STATE LAW AND CONDITIONS OF THIS PERMIT, INSPECTIONS MADE TO ASSURE COMPLIANCE THEREWITH, AND MEASURES TAKEN BY THE MUNICIPALITY TO PROTECT THE PUBLIC WHERE THE APPLICANT OWNER OR EXCAVATOR HAS FAILED TO COMPLY THEREWITH INCLUDING POLICE DETAILS AND OTHER REMEDIAL MEASURES DEEMED NECESSARY BY THE MUNICIPALITY.

THE UNDERSIGNED APPLICANT, OWNER AND EXCAVATOR AGREE JOINTLY AND SEVERALLY TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE MUNICIPALITY AND ALL OF ITS AGENTS AND EMPLOYEES FROM ANY AND ALL LIABILITY, CAUSES OR ACTION, COSTS, AND EXPENSES RESULTING FROM OR ARISING OUT OF ANY INJURY, DEATH, LOSS, OR DAMAGE TO ANY PERSON OR PROPERTY DURING THE WORK CONDUCTED UNDER THIS PERMIT.

DURING THE PROGRESS OF THE WORK, BARRIERS AND SIGNAGE SHALL BE ERECTED AND MAINTAINED AS SHALL BE NECESSARY FOR THE PROTECTION OF THE TRAVELING PUBLIC; THAT THE SAME SHALL BE PROPERLY LIGHTED AT NIGHT; THAT THE HIGHWAY SHALL BE LEFT IN AS GOOD ORDER AND CONDITION AS THE SAME NOW IS. NO ADVERTISING MATTER SHALL BE POSTED ON ANY BARRIERS OR SIGNS.

STREET CLOSINGS: TWO WAY TRAFFIC SHALL BE MAINTAINED AT ALL TIMES. IF THIS IS NOT POSSIBLE, THE HADLEY DEPARTMENT OF PUBLIC WORKS AND HADLEY POLICE DEPARTMENT MUST BE NOTIFIED AT LEAST 24 HOURS PRIOR TO ROAD CLOSINGS DUE TO CONSTRUCTION. THE PERMITEE IS RESPONSIBLE FOR ALL SIGNAGE NECESSARY FOR ROAD CLOSURE INCLUDING DETOUR SIGNS, AND POLICE DETAILS.

NO EXCAVATION/TRENCH PERMITS WILL BE ISSUED UNTIL ALL PUBLIC UTILITIES HAVE BEEN NOTIFIED AS REQUIRED BY THE PROVISIONS OF SECTION 40 OF CHAPTER 82 OF THE GENERAL LAWS OF MASSACHUSETTS AS REVISED.

THE HADLEY DEPARTMENT OF PUBLIC WORKS DOES NOT IN ANY WAY WARRANT OR GUARANTEE ACCURACY OF MARKINGS AND THE PROVIDING OF SUCH DESIGNATION SHALL CONSTITUTE PRIMA FACIE EVIDENCE OF REASONABLE PRECAUTION OF THE DEPARTMENT.

APPLICANT SIGNATURE

EXCAVATOR SIGNATURE (IF DIFFERENT)

\_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_

OWNER'S SIGNATURE (IF DIFFERENT)

\_\_\_\_\_  
DATE: \_\_\_\_\_

**USE THIS AREA FOR A SKETCH OR ATTACH PLAN OF LOCATION**

**Please describe the exact location of proposed excavation and its purpose (include a description of what is (or is intended) to be laid in any proposed trench (eg; pipes/cable lines etc.)**

**DO NOT WRITE BELOW THIS LINE**

**PERMIT VALID ONLY WHEN SIGNED BY D.P.W. REPRESENTATIVE**

- ☐ Insurance on file
- ☐ Building Permit issued
- ☐ Water & Sewer Applications received
- ☐ In Flood Plain or Wetland
- ☐ Plans approved
- ☐ Within State Layout (State Permit Attached)

Copies sent to:  
☐ D.P.W. file

YEAR LAST PAVED \_\_\_\_\_

Date Marked: \_\_\_\_\_

For Town use -- Do not write in this section	
PERMIT APPROVED BY:	TRENCH PERMIT FEE: \$150
PERMITTING AUTHORITY: Hadley DPW	PUBLIC WAY ACCESS FEE: \$150
CONDITIONS OF APPROVAL:	DATE APPROVED:
	CHECK #
	AMOUNT:

**FEE EXEMPTIONS:**

Landscaping  
Tree and shrub stumping  
Fence installation  
Stone walls  
Light posts  
Telephone/electric pole replacement  
Municipal work by Town staff

**Residential property of four units or less:**

-pool installation  
-additions  
-decks and porches  
-septic system upgrades  
-well installation  
-driveway paving  
-other residential work as approved by the DPW

**APPLICANT SIGNATURE**

\_\_\_\_\_ **DATE:** \_\_\_\_\_

**EXCAVATOR SIGNATURE (IF DIFFERENT)**

\_\_\_\_\_ **DATE:** \_\_\_\_\_

**OWNER'S SIGNATURE (IF DIFFERENT)**

\_\_\_\_\_ **DATE:** \_\_\_\_\_

**SPECIFICATIONS FOR CARE OF STREET CUTS**

1. A Trench Permit signed by the DPW Director or his/her designee and agreed to by this applicant must be on hand before any street or sidewalk surface is broken for repairs or construction.
2. Before excavation is started, the bituminous or concrete street surface shall be cut vertically in a line parallel to the center line of construction, and slightly wider than the trench width, using an approved hand or power operated tool, so as to allow for trench excavation without disturbing the surface on either side of the trench. Cutback of pavement is to be a minimum of 6 inches on each side of the open cut before filling with gravel and blacktop.
3. The backfill will consist of the excavated material if it is declared suitable by the Superintendent of Highways. Backfill will be placed in successive layers not more than 6 inches in compacted depth. If, in the opinion of the Highway Superintendent, the excavated material is unsuitable, the entire material for filling shall consist of approved gravel or approved borrow as directed. After thorough tamping, the 6-inch layers of backfill will be thoroughly compacted as follows: If dry, shall be moistened and then compacted by tamping with mechanical rammers or by hand tampers having a tamping face not exceeding 25 square inches in area. The final filling will in all cases consist of approved gravel to match existing gravel on either side of trench, thoroughly tamped and made even with the surrounding surface. Excavation is to be topped off with blacktop to match existing blacktop in roadway (top mix only) and tacked.
4. Flowable Fill Controlled Density Fill (CDF), Type 2E, (Excavatable) will be required on the following roads when road trench cuts are made:

North Hadley Road  
Bay Road  
North Maple Street  
Campus Plaza Road  
Cemetery Road  
Comins Road

South Maple Street  
Newton Lane  
Hockanum Road  
River Drive  
Lawrence Plain Road  
Roosevelt Street

Mill Valley Road  
North Lane  
East Street  
Rocky Hill Road  
Middle Street

Or anywhere else deemed necessary by the DPW Director or his/her designee. If the work is within the paved surface it shall be saw cut in neat, true lines along the length of the trench. The trench shall then be excavated, the utility repaired, and all backfill will be replaced with Excavatable Controlled Density Fill (CDF), Type 2E, Flowable (Excavatable). The CDF shall be brought to within three (3") inches of the finished grade of the roadway surface. The CDF must be batched at a concrete plant. Flowable Fill requires no vibrating, and must be excavatable without the use of power tools. The CDF shall flow under and around the pipe or conduit, providing uniform support without voids. The trench shall then be plated securely and ramped with bituminous concrete overnight to allow the Controlled Density Fill to cure. Sewer, water main, drainage, electric, and cable extensions for the length of the road may not be required: these will be determined on a case-by-case situation by the DPW Director or his/her designee.

5. The permanent patch shall consist of two (2) inches of Class 1 Bituminous Concrete Base Course, Type 1-1 and one and one half (1 1/2) inches of Class 1 Bituminous Concrete Pavement, Type 1-1 (Top).
6. The applicant will continue to care for the safety of the public from all cuts until the Field Superintendent has been notified and the work approved for in this permit. The Town of Hadley will at that time assume all future care of the cut.
7. The company requesting the cut shall agree to pay the schedule of repairing cuts as set forth by the Field Superintendent.
8. If the Contractor requesting this permit refuses to repair the road to the satisfaction of the Highway Superintendent, the

**Town will hire an outside Contractor to do the repair work and will bill the original Contractor.**

- 9. The Contractor shall be responsible for contacting the Hadley Police Department for traffic control. A 24-hour notice will be required.**
- 10. No opening or excavation in any street shall extend beyond the center line of the street before being backfilled and the surface of the street temporarily restored.**
- 11. Trenching/Shoring laws and regulations must be followed.**
- 12. A permit will not be approved between November 15<sup>th</sup> and April 1<sup>st</sup> unless waived by the Director of Public Works.**
  - A. Monuments of concrete, iron or other lasting material set for the purpose of locating or preserving the lines of any street or property subdivision, or a precise survey reference point or a permanent survey bench mark shall not be removed or disturbed unless permission is first obtained from the Director of Public Works.**
  - B. Permission shall be granted only upon condition that the permittee shall pay all expenses incident to the proper replacement of the monument by a Professional Land Surveyor.**